

Conflict of Interest Code  
of the  
**HEALTH SERVICES, DEPARTMENT OF**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Director, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## **HEALTH SERVICES, DEPARTMENT OF**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

#### **CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Director or his or her designee of the agency. (See footnote for clarification.)

## **HEALTH SERVICES, DEPARTMENT OF**

### **EXHIBIT "A" (Continued)**

#### **CATEGORY 6**

Designated persons in this category must disclose all interests in real property within the geographical area covered by the designated person's job assignment (i) that is of a type that is inspected, regulated, licensed, or permitted by, or requires a certificate from, the program unit of the Department of Health Services in which the designated person holds his or her position, or (ii) upon which a business entity operates that manufactures, provides or sells services and/or supplies of a type utilized by the Department of Health Services and associated with the job assignment of the designated person.

Real property shall be deemed to be within the "geographical area covered by the designated person's job assignment" if the real property or any part of it is located within that geographical area or not more than two miles outside the boundaries of that geographical area.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### **CATEGORY 7**

Designated persons in this category must disclose investments, business positions, and sources of income (including gifts, loans and travel payments) in business entities that either (i) are inspected, regulated, licensed, or permitted by, or require certificates from, the program unit of the Department of Health Services in which the designated person holds his or her position, or (ii) manufacture, provide or sell services and/or supplies of a type utilized by the Department of Health Services and associated with the job assignment of the designated person.

#### **CATEGORY 8**

Persons in this category shall disclose all business positions, investments in, income (including gifts, loans and travel payments), and travel payments received from business entities that contract for services and/or supplies of a type utilized by or provided to the Department of Health Services and/or its clients, if the business entity is subject to administrative, programmatic, financial or operational audit and associated with the job assignment of the designated person.

**HEALTH SERVICES, DEPARTMENT OF**  
**EXHIBIT “B”**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Director of Health Services (Director and Chief Medical Officer, Health Services)	1, 2, 3
Chief, Audit and Compliance, Health Svcs (Chief, Audit and Compliance Division)	2, 3
Chief Financial Officer, Health Services	1, 2, 3
Chief, Program Reimbursement, Health Services	2, 3
Administrator, Contract Programs and Special Services, HC (UC)	2, 3
Chief, Information Systems, Health	4
Emergency Medical Services Director (Director, Emergency Medical Services)	2, 3
Emergency Medical Services Assistant Director	2, 3
Administrator, Office of Ambulatory Care	1, 2, 3
Executive Manager, Health Services Director, Policy and Governmental Relations	1, 2, 3
Executive Director, Healthcare Network	1, 2, 3
Hospital Administrators I and II (Hospital Administrators)	2, 3
Administrator, Contract Program and Services, H.S. (Director, Health Facilities Planning and Capital Projects)	1, 2, 3
Chief, Facilities Planning, Health Services (Chief, Facilities Management Division)	1, 2, 3
Contract Program Auditor	8
Head Contract Program Auditor	2, 3
Administrative Services Division Manager	4

## HEALTH SERVICES, DEPARTMENT OF

### EXHIBIT “B” (Continued)

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Senior Staff Analyst, Health Contracts and Grants and Specialized Health Programs	2, 3
Administrator, Contract Programs and Services, H.S. (Director, Supply Chain Operations, H.S.)	1, 2, 3
Hospital Materials Manager	2, 3
Medical Center Materials Manager	2, 3
Service Unit Materials Manager I	2, 3
Service Unit Materials Manager II	2, 3
Service Unit Materials Manager III	2, 3
Assistant Staff Analyst, Health Contracts and Grants and Specialized Health Programs	2, 3
Administrative Assistant III Contracts and Grants and Specialized Health Programs	2, 3
Medical Director, Juvenile Court Health Services	4
Medical Director I, II and III M.D.	2, 3
Assistant Hospital Administrators I, II, III, and IV	2, 3
Manager, Facilities Operations and Crafts I, II, III, and IV	4
Chief Nursing Officers I, II, and III	4
Human Resources Administrator, HS (Director, DHS Human Resources Division)	4
Assistant Human Resources Administrator	4
Supervisor, Contracts and Grants, Health Services	2, 3
Associate Hospital Administrators I and II	2, 3

## HEALTH SERVICES, DEPARTMENT OF

### EXHIBIT “B” (Continued)

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Program Implementation Manager, Health Services (Enterprise Health Information Management (HIM) Director)	4
Programs Administrator, Health Services Office of Managed Care	2, 3
Nursing Director, Administration Office of Managed Care	4
Chief Deputy Director, Health Services (UC)	1, 2, 3
Administrative Deputy, Health Services (UC)	1, 2, 3
Director, Pharmacy Services, Health Services	4
Manager, Board Relations, Health Services Executive Manager, Health Services (Director, External Relations)	1, 2, 3
Administrator, Comprehensive Ambulatory Health Care	1, 2, 3
Administrator, Office of Ambulatory Care	1, 2, 3
Accountant II (Centralized Contract Monitoring Division)	8
Accountant III (Centralized Contract Monitoring Division)	8
Chief, Contract Monitoring Services, HS (Centralized Contract Monitoring Division)	2, 3
Financial Specialist I (Centralized Contract Monitoring Division)	8
Financial Specialist II (Centralized Contract Monitoring Division)	8
Financial Specialist III (Centralized Contract Monitoring Division)	8
Financial Specialist IV (Centralized Contract Monitoring Division)	8

## HEALTH SERVICES, DEPARTMENT OF

### EXHIBIT “B” (Continued)

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Fiscal Officer II (Centralized Contract Monitoring Division)	8
Risk Manager, Health Services	2, 3
Senior Contract Program Auditor	2, 3
Chief Deputy Director, Health Services, Clinical and Medical Affairs (UC)	1, 2, 3
Deputy Management Programs, HS (UC)	2, 3
Departmental Information Security Officer I	4
Departmental Information Security Officer II	4
Director of Nursing Affairs, HS	2, 3
Director, Office of Managed Care	2, 3
Chief, Contract Monitoring, HS	2, 3
Consultants/New Positions*	5

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Director or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Director or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

**EFFECTIVE DATE: 09/02/2015**